ROUTING AND TRANSMITTAL SLIP

Date: 4 Mar 85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/OC-MLS	Aeen	4 MAR 1985
2. OC-MLS/RAG		3 MAR 1985
3. OC-MLS/PPBG		3/31/85
4. OC-MLS/LOG		3/21
5. OC-MLS/SINAG		3/21/85

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

6. OC/OL/IMC

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Sue, O/C/OC-MLS	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7–76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes

FROM:		EXTENSION	NO.
C/OC-AMD			DATE

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. D/CO	2/28/85	01 MAR 1985		
2. DD/CO	1 MAR 1985	1 MAR 1985		
3. OC-MLS	4 MAR 1985	1 2 MAR 1985	seen	
4. OC-EXA	1 MAR 1985	4 MAR 1985		
5. OC/OL/ISC				
6.				
7.				
8.				
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10.				
11.				
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS
1-79

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OC *12207-85*

27 FEB 1985

MEMORANDUM FOR: Director of Communications

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FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 19-23 February 1985

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1. Representatives from the Career Development and Training Group (CDTG) hosted an OC Training Officer's conference 19 February. Twenty-two individuals from various components within the Office and [   ] DDA/STO, exchanged views on a number of subjects pertinent to the training and development of the Office membership.

2. A BARCO Data overhead video projector was mounted in the 2C19 Conference Room. The projector will accept video formats in 3/4 inch U-matic, 1/2 inch VHS and BETA, and Data from an IBM or WANG PC. Installation of the system will allow commencement of the Brown Bag Seminar Series. The first seminar presentation, "The Constitution: That Delicate Balance," is scheduled for noon, 12 March, and will address the very controversial issue of the First Amendment and our National Security.

3. A request has been submitted to Chief, Management Staff, DDS&T, for 16mm film footage of a number of sensitive projects in order to produce a second version of the "OC Story" video program. Two versions will be produced; one for appropriately cleared Agency audiences; the second for U.S. Government cleared non-Agency personnel.

4. On 20 February, CDTG attended the Interdirectorate Task Force meeting to develop a Personal Security Course. Plans are on track for a March 1985 pilot running for DDS&T personnel.

5. Plans are being firmed up for OC's participation in the DDA/CT four-week interim. OC is scheduled to present briefings and tours at Headquarters, [   ] and Communications School (CS) on 5 and 8 April.

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WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

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SUBJECT: OC-AMD Staff Notes - 19-22 February 1985

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    6.   OC-AMD is pleased to welcome ⬚⬚⬚⬚⬚⬚⬚⬚ as the Safety Management Officer, replacing ⬚⬚⬚⬚⬚⬚⬚⬚ who after three years with OC as its first Safety Management Officer, has been reassigned as Deputy Chief, Safety Division, OMS.

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    7.   ⬚⬚⬚⬚⬚ arranged for a product review demonstration by the Hewlett-Packard Company of their newest test equipment and several of their newest customer requirement-oriented computer systems in the fields of CAD/CAM, drafting, engineering, and advanced graphics computers, as well as their complete line of personal computers, plotters, and printers. The demonstration was held in the CS auditorium on 21 February.

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    8.   ⬚⬚⬚⬚⬚⬚⬚ participated with other Agency and OC personnel in an all-day demonstration sponsored by Digital Equipment Corporation (DEC) at one of their training centers in Landover, Md.

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    9.   The Instructional Support Department (ISD) debriefed ⬚⬚⬚⬚⬚⬚⬚ upon return from the Xerox International Training Center in Leesburg, Va. where he participated in a two-week Instructor Training course. Mr. Shea provided ISD a first-hand evaluation of Xerox Instructor Training, designed for a Criterion Referenced Instruction (CRI) environment. This information will be invaluable to CS efforts in "tailoring" Instructor Training to CS present and future needs.

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    10.   On 21 February 1985, ⬚⬚⬚⬚⬚⬚⬚ and ⬚⬚⬚⬚⬚⬚⬚, from the MERCURY Project Office, joined ⬚⬚⬚⬚⬚ MERCURY training representative at CS, to story-board a lead-in segment of the "MERCURY Packet Switching Overview" videotape to be developed by ⬚⬚⬚⬚⬚⬚⬚ A five-minute segment was story-boarded in draft and forwarded to ⬚⬚⬚⬚⬚ on 22 February. The videotape is expected to be completed circa June 1985.

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    11.   On 21 February 1985, ⬚⬚⬚⬚⬚⬚⬚ OTE, visited ISD to discuss CS involvement in CRI and mutual training interests. ISD provided information regarding ISD members recent participation in ⬚⬚⬚⬚⬚⬚ workshops in CRI and Instructional Module Development.

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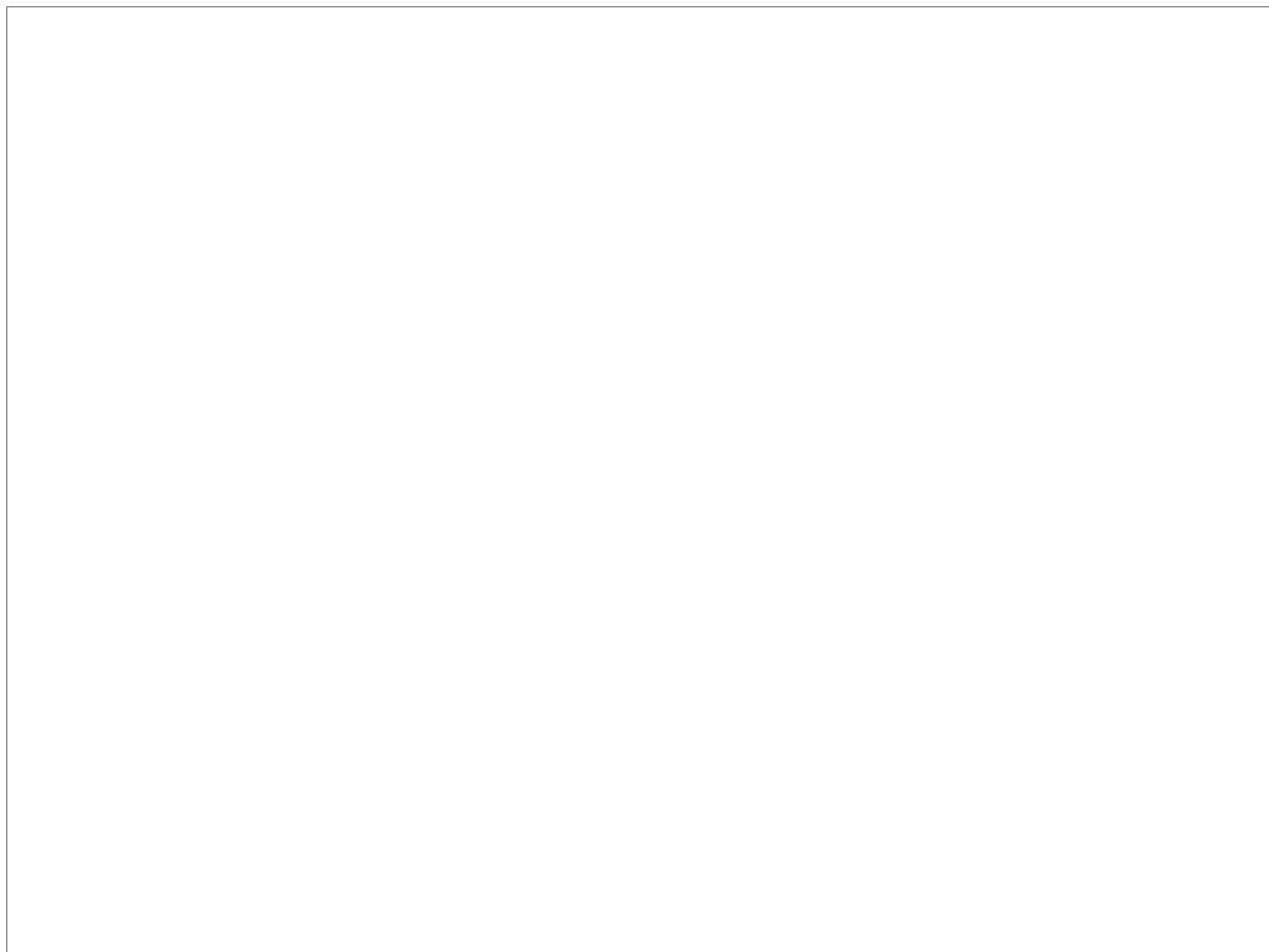
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SUBJECT: OC-AMD Staff Notes - 19-22 February 1985

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12.   [   ] has completed a "Task Analysis" on OC Utility Net Operations, installations and maintenance. The analysis will be used to detail tasks and develop objectives for a CRI course on OC Utility Nets. The modules for use in general operations training are expected to be completed circa June/July 1985. Advanced modules for Telecommunications Officer and Technician training will be developed and available at a later date, circa August/September 1985.

13.   There was a total of 13 OTD instructors involved in overseas TDY. TTD has only nine instructors remaining at CS during this period.
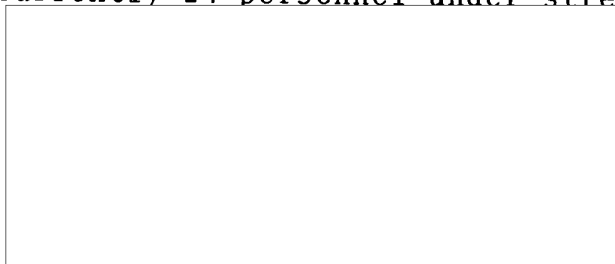
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SUBJECT: OC-AMD Staff Notes - 19-22 February 1985

19.   During the week, Panel MCN personnel strength remained at status quo. Panel N is 1 technician over authorized ceiling. However, this figure includes technicians who are participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 21 technicians under strength. Panel MCD experienced no losses. There was 1 EOD and 1 resignation. The Panel is now 81 employees over authorized ceiling. There are 85 EOD students in training, while 18 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the training status of EOD students, Panel MCD is currently 24 personnel under strength.

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